COMMISSION ON TECHNOLOGY

Friday, June 1, 2012   **10:00 AM - 4:00 PM**

ARIZONA SUPREME COURT
Administrative Office of the Courts
1501 W. Washington
Phoenix, AZ 85007

CONFERENCE ROOM 106

MEMBERS PRESENT	MEMBERS ABSENT
Michael Baumstark	Bennett Evan Cooper
Randolph Bartlett (*Virlynn Tinnell*, *proxy*)	Rebecca Lund
Kent Batty	
Andrew Hurwitz, *Chair*	
Michael Jeanes	
Dennis Kavanaugh*	
Gary Krcmarik (*Deborah Schaefer*, *proxy*)	
Sheri Newman (*Patricia Noland*, *proxy*)	
Marcus Reinkensmeyer (*John Barrett*, *proxy*)	
John Rezzo	
Delcy Scull*	
Roxanne Song Ong	
Garye Vasquez	
Lawrence Winthrop (*Diane Johnsen*, *proxy*)	

GUESTS	AOC STAFF
W. Scott Bales, *Supreme Court*	Stewart Bruner, *ITD*
Steve Ballance, *TAC*	Dave Byers, *Exec Office*
Tom Carroll, *Phoenix Muni Court*	Karl Heckart, *ITD/TAC*
Jennifer Gilbertson, *TAC*	Melissa Hinojosa, *ITD*
Co Horgan, *TAC*	Terri McHaney, *Finance*
Rich McHattie, *CACC*	Bob Macon, *ITD*
Michael Pollard, *CACC*	Adele May, *ITD*
Lisa Royal, *PCCJC*	Jim Price, *ITD*
James Towner, *TAC*	Renny Rapier, *ITD*
Thomas Watson, *TAC*	

COT MEETING MINUTES

WELCOME AND OPENING REMARKS | Hon. Andrew Hurwitz, Chair

Vice Chief Justice Andrew Hurwitz, Chair, called the Commission on Technology (COT) annual meeting to order at 10:00 a.m. He welcomed members and the public present, then asked members to introduce themselves for the record. Staff confirmed that a quorum existed. Justice Hurwitz referred to the current status of budget issues but left the details until later in the meeting.

Following distribution of the draft minutes February 10 COT meeting, Clerk Sheri Newman and staff carried on a dialogue about the accuracy of the wording in the motion regarding COT's direction to courts on the disaggregation of electronic documents. She agreed to defer further discussion to today's meeting. Clerk Patti Noland provided members with Sheri's revised language for consideration.

MOTION	**A motion was made and seconded to amend the language of the motion regarding the disaggregation of electronic documents from the February 10, 2012, COT meeting, as worded by Sheri Newman. The motion passed unanimously.**	**TECH 12-05**

The chair then asked members for a motion regarding the rest of the minutes from the February 10, 2012, meeting.

MOTION	**A motion was made and seconded to approve the minutes of the February 10, 2012, Commission on Technology meeting, as amended. The motion passed unanimously.**	**TECH 12-06**

IT STRATEGIC ROADMAP | Mr. Karl Heckart

Justice Hurwitz introduced Mr. Karl Heckart, chief information officer (CIO) for the Administrative Office of the Courts (AOC), to set the stage for the planning effort. Karl focused on various aspects that cause court automation to be hard to accomplish. He reviewed the progress of each of nine current initiatives and previewed several items looming on the horizon. He advised of an impending client PC refresh beginning next summer which will most likely include the Windows 8 operating system. Justice Hurwitz took an opportunity to thank all those who have made possible the progress Karl described in his update.

STORAGE AND PRESENTATION OF ELECTRONIC COURT RECORDS CODE SECTION | Mr. Stewart Bruner

Justice Hurwitz updated members on the progress made between meetings on the disaggregation policy document suggested in February. Staff Member Stewart Bruner reviewed the general policy statement and the impact the policy would pose to courts, as gathered from the many attendees of a recent town hall meeting on the subject. He described revised language for scanning operations put in place to address the concerns raised by clerks. Patti Noland, a town hall participant, shared considerations for scanning operations in high volume courts. Stewart

also covered policies on bulk scanning, marking cases for retention, and security considerations contained in the draft document.

MOTION	A motion was made and seconded to approve the content of the draft code section for posting on the AJCA Web Forum. The motion passed unanimously.	TECH 12-07

Stewart stated that he would visit other subcommittees of the Arizona Judicial Council (AJC) in coming months to publicize the draft and solicit comments. Michael Jeanes added that the superior court clerks desire to revisit the published records retention schedule and present recommendations to the Supreme Court for updates.

STRATEGIC PROJECTS REVIEW/UPDATES	Subcommittee Chairs

UPDATE	COURT AUTOMATION COORDINATING COMMITTEE	Hon. Michael Pollard

Judge Michael Pollard, chair of the Court Automation Coordinating Committee (CACC), praised the increased communication taking place among project managers as CACC continues the revised monitoring strategy described in detail last year. He also called attention to the subcommittee's re-examination of the project priorities through the middle of the fiscal year and previewed some items for FY13. On the financial front, CACC requested that COT reserve sufficient funding in the automation budget to complete the limited jurisdiction (LJ) case management system (CMS) replacement, large volume/Mesa enhancements, JOLTSaz rollout to rural counties, and to make necessary general jurisdiction (GJ) CMS enhancements. Judge Pollard also shared CACC's view that funding should be set aside every year for CMS enhancements requested by the individual steering committees.

The chair thanked Judge Pollard and CACC members for making enormous gains in systemic project monitoring over the past couple of years.

UPDATE	e-COURT SUBCOMMITTEE	Hon. Andrew Hurwitz, Mr. Karl Heckart

Justice Hurwitz, chair of the e Court subcommittee, provided a recap of progress made at several courts in Maricopa and Pima counties as well with mandated e-filing in the Supreme Court and Division One of the Court of Appeals. Karl then reviewed a list of items being requested by those courts mentioned by Justice Hurwitz that are now using the AzTurboCourt system daily. Some of these items were envisioned at the start of the project but have not yet been delivered.

Karl called attention to the January 2013 end of the contract term with the vendor and described the approach being taken to procure services in three primary areas: Base e-Filing, e-Commerce, and Judge Automation. Requests for proposals are either on the street or soon to be released for the various items. Members ask questions about the relationship of the e-commerce work to the case management system's financial function, the transition strategy if a different vendor is selected, and whether the time is right for returning to the multi-vendor model. Karl stated that

an option may be exercised for extending the current contract, thereby providing some time for settling the transition activities in the event a different vendor is chosen.

AOC Director Dave Byers interjected that Arizona's experience shows that "e-filing is not always e-filing." Some states really mean only e-delivery when they say e-filing, but we include CMS integration that reduces the rekeying of data into the CMS but significantly complicates the implementation strategy for the vendor. Karl described an aggressive timeline for making the decisions mentioned earlier about the three areas of services. In response to members' concerns about courts' inclusion in the decision and transition activities, Justice Hurwitz suggested that phone meetings could be convened prior to the scheduled September COT meeting, if necessary.

UPDATE	PROBATION AUTOMATION COORDINATING COMMITTEE	Mr. Bob Macon

Mr. Bob Macon, staff for the Probation Automation Coordinating Committee (PACC), highlighted probation automation accomplishments from the past year, especially implementation of the Arizona Youth Assessment Tool (AZYAS), juvenile statewide identifier (SWID), and port of APETS from Informix to SQL. He outlined areas of effort being planned for next year in both juvenile and adult probation automation, beginning with the Pima JOLTSaz implementation. Justice Hurwitz commended probation automation workers for a terrific year of progress. Stewart added that cake would be served with lunch to celebrate their success.

UPDATE	TECHNICAL ADVISORY COUNCIL	Mr. Karl Heckart

Karl Heckart shared a list of challenges compiled by the Technical Advisory Council (TAC), including recruitment and retention of technical staff, sustaining funding for automation centrally and at the counties year over year, and the complexity of integrating formerly standalone systems. He described upcoming criminal justice information systems projects being tackled in conjunction with the Arizona Criminal Justice Commission (ACJC).

Karl called members' attention to the need to identify and register local bolt-on programs being fed by statewide databases, growing technology obsolescence throughout the courts, and the complexities for network security posed by the "bring your own device" movement and the millions of applications that may reside on those employee devices. He emphasized that traditional network security has been build to protect assets from the outside in rather than from the inside out.

UPDATE	OPERATIONAL AND FINANCIAL REVIEW	Ms. Teri McHaney

Ms. Teri McHaney, budget analyst for the AOC, shared the financial status of the Judicial Collections Enhancement Fund (JCEF) by showing actual revenues against predicted revenues for FY12, actual revenues against expenses in FY12, and a projected revenue amount for FY13 based on the lower-than-expected revenues of FY12. She recapped the recent negotiations to preserve JCEF from a legislative sweep.

Teri detailed the projected costs of ongoing operations as well as the existing statewide project commitments in FY13. She explained to members that funding for ongoing AJACS

enhancements and a coming PC refresh are both included in projections. Teri shared a concern about the low balance projected in FY13 but summarized that appropriation authority is insufficient to allow spending beyond what she has projected anyway. The balance begins to build again following FY13, as long as revenues come in at the projected rate with no sweeps.

	IT STRATEGIC PROJECT PRIORITIZATION FY13-FY16	Mr. Karl Heckart

Karl Heckart briefly reviewed a list of projects competing for funding as FY13 approaches and described some considerations members should take into account when prioritizing them. He reviewed the tiers of priorities created for discussion last year and his justification for removing, moving, and adding items to them. Karl refreshed members' memories about CACC's reshuffling the priority of certain items mid-year. He clarified the difference between a budgeted enhancement and an extensive project that necessitates its own Judicial Project Investment Justification (JPIJ) and separate funding request.

Patti Noland recommended that domestic relations filing through AzTurboCourt be added to the list and given a higher priority than criminal e-filing in the second-tier project list.

MOTION	A motion was made and seconded to add AzTurboCourt Domestic Relations e-Filing ahead of Criminal e-Filing within the second-tier project category. The motion passed unanimously.	TECH 12-08

Karl then asked members what other items had been left off the list or given the wrong priority. Members discussed various items on the list with Karl as well as his plan for allocating resources throughout the year. Justice Hurwitz pointed out that the presence of active requests for proposals related to several projects complicates the situation, but the prioritization may be revisited at subsequent COT meetings as the year progresses.

MOTION	A motion was made and seconded to accept the priority projects listing as amended. The motion passed unanimously.	TECH 12-09

	FINANCIAL AND TACTICAL DECISIONS	Mr. Karl Heckart

Karl recapped the high-level JCEF budget breakdown provided earlier by Teri and explained that very little funding remains to be decided upon. He detailed costs contained within various line items, including an allocation of $200K for the AJACS GJ enhancements.

Members agreed that few options really exist this year beyond designating a use for the projected $98K in excess of the commitments but still below the spending authority, though the vote to forward a recommended budget to AJC is still required.

MOTION	A motion was made and seconded to approve funding for existing operations and continued commitments to previously authorized statewide systems, but to designate the projected $98K between commitments and appropriation authority as a "rainy day fund" not allocated for any new project. The motion passed unanimously.	TECH 12-10

	FY2013-2015 INDIVIDUAL COUNTY AND APPELLATE AUTOMATION PLANS	Mr. Stewart Bruner

Mr. Stewart Bruner, Manager of IT Strategic Planning for AOC, reiterated COT's direction regarding the frequency of plan updates. He briefly described the process used to obtain the nine plans up for review this year as well as the results of his analysis of those plans. He reminded members that that details and accomplishments from individual plans exist in the plan summaries in front of them; that concerns are conveyed to the presiding judge of the county in a letter from the COT chair; and that, while he makes suggestions, the choice of motion text related to an individual plan is ultimately theirs.

He highlighted several prominent business and technology trends this year, including
- staff turnover, numbers of bolt-on applications, and age of core technology (especially operating systems, database management systems, and OnBase 7.2), items raised by Karl during the TAC update;
- a rapid rise in local courthouse way-finding and court calendar projects;
- desires for workflow and technology in the courtroom that result from increasing digitization and integration at the local level;
- preparations getting underway for LJ CMS and disconnected scanning across the state; and
- the continued expansion of online payment solutions hosted by vendors.

Stewart then launched into his whirlwind, county-by-county, strategic plan summarization.

MOTION	A motion was made and seconded to approve Apache County Courts' Information Technology Strategic Plan for FY 2013-2015. The motion passed unanimously.	TECH-12-11

MOTION	A motion was made and seconded to approve Coconino County Courts' Information Technology Strategic Plan for FY 2013-2015. The motion passed unanimously.	TECH-12-12

MOTION	A motion was made and seconded to approve Gila County Courts' Information Technology Strategic Plan for FY 2013-2015, with concern noted for the various operating system and database solutions in retirement status but still in production use, as well as OnBase 7.2, creating business risk. The motion passed unanimously.	TECH-12-13

Members directed Stewart to note in the Gila letter that their concern is enhanced by the lack of progress in addressing architectural targets since the previous plan was reviewed two years ago.

MOTION	A motion was made and seconded to approve Maricopa County Courts' Consolidated Information Technology Strategic Plan for FY 2013-2015, with concerns noted for the wide range of commercial technology products/solutions in retirement status but still in production use, posing increasing business risk as the targets move forward and for production data/functions residing in MS-Access in multiple municipal courts and the Clerk of the Superior Court. The motion passed unanimously (Michael Jeanes abstaining).	TECH-12-14

Stewart praised the hard work of Karen Westover and Mary Kennedy on his behalf, freeing him to devote his attention to the other counties.

MOTION	A motion was made and seconded to approve Pima County Courts' Information Technology Strategic Plan for FY 2013-2015, with a concern noted for various operating systems, DBMSs, and software versions in retirement status but still in production use at various courts, posing increasing business risk as the targets move forward. The motion passed unanimously.	TECH-12-15

MOTION	A motion was made and seconded to approve Pinal County Courts' Information Technology Strategic Plan for FY 2013-2015. The motion passed unanimously.	TECH-12-16

MOTION	A motion was made and seconded to approve Santa Cruz County Courts' Information Technology Strategic Plan for FY 2013-2015. The motion passed unanimously.	TECH-12-17

MOTION	A motion was made and seconded to approve Yavapai County Courts' Information Technology Strategic Plan for FY 2013-2015. The motion passed unanimously.	TECH-12-18

MOTION	A motion was made and seconded to approve the State Appellate Courts' Information Technology Strategic Plan for FY 2013-2015 with a concern raised regarding continued use of disparate automation systems, making true integration a challenge. The motion passed unanimously.	TECH-12-19

MEETING REVIEW/WRAPUP	Hon. Andrew Hurwitz

Justice Hurwitz thanked the proxies who had braved the long meeting and reminded members about the AJC meeting on June 18th in Tucson.

CALL TO THE PUBLIC	Hon. Andrew Hurwitz

After hearing no further discussion from members or the public, the chair then entertained a motion to adjourn at 2:15 p.m.

Upcoming Meetings:	September 14, 2012	AOC – Conference Room 106
	November 02, 2012	AOC – Conference Room 119 A/B

MEETING ADJOURNED	2:15 PM